

WORKFORCE DEVELOPMENT SUPERVISOR II

DEFINITION

This is responsible supervisory work performing workforce development services for the Division of Workforce Development.

An employee in this class may be in charge of a small one-stop career center or may perform line supervision in a larger office. Duties may involve supervision of staff in job placement, employment counseling, employee services, veteran services, training assessment or job development. Work includes responsibility for training staff, assigning duties, evaluating performance and maintaining records. The employee receives direction from a workforce development supervisor or other administrative superior.

Any one position may not involve all of the specified duties or knowledges, skills and abilities, nor are the listed examples exhaustive.

EXAMPLES OF WORK

Supervises all workforce development activities in a small local or satellite office.

Performs line supervision of a moderate staff in a larger office.

Provides training and evaluation for staff.

Implements and adapts operating procedures to local area needs and develops supplemental policies as necessary.

Develops and maintains a public relations program that promotes the mission and vision of the Division of Workforce Development.

Consults with supervisors on special problems and new policies and procedures.

EXAMPLES OF KNOWLEDGES SKILLS AND ABILITIES

Performs other related work as assigned.

Considerable knowledge of current local employment conditions and practices in both public and private sectors.

Working knowledge of state and federal laws and regulations governing workforce development activities and programs.

Working knowledge of principles and techniques used in supervision of clerical and technical employees in workforce development programs.

Ability to establish and maintain cooperative working relationships with employees, employers, service contractors and community groups.

Ability to interpret and apply complex operating instructions, regulations, procedures, etc.

Ability to plan, supervise and evaluate the work of a number of employees engaged in relatively complex operations.

Ability to communicate effectively.

EXPERIENCE AND EDUCATION QUALIFICATIONS (The following entrance requirements are used to admit or reject applicants for merit system examinations, or may be used to evaluate applicants for employment in positions not requiring selection from merit system registers. When applicable, equivalent substitution will be allowed for deficiencies in experience or education.)

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EXPERIENCE AND EDUCATION QUALIFICATIONS (Cont'd)

One year of experience as a Workforce Development Supervisor I or Workforce Development Specialist II with the Division of Workforce Development.

OR

Two years of experience in the areas described below; and graduation from an accredited four-year college or university with specialization in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas. (Additional experience in the areas described below may be substituted on a year-for-year basis for deficiencies in the stated education. Graduate work in psychology, sociology, social work, labor economics, education, business, personnel or of public administration, or closely related areas may be substituted on a year-for-year basis for a maximum of one year of the stated experience.)

AREAS OF QUALIFYING EXPERIENCE

1. Technical or professional work in the fields of social service, education, job placement, community organization or related areas, or in business, personnel or public administration involving responsible public contact.
2. Military experience, at the E-5 level or above, in recruiting or personnel administration involving interviewing, selection, classification, placement and counseling.

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